



Special Events Coordinator

Purpose

The AYSO volunteer position of Special Events Coordinator is intended to be responsible for organizing any one of or all special events of the Region.

Specific Duties and Responsibilities

The Special Events Coordinator expected to:

1. Get approval of the special event by the Regional Board;
2. Recruit workers to help organize and run the event;
3. Schedule location and time of the event; and
4. Secure equipment and materials needed for the event.

Qualifications and Desired Skills

To be considered for the position of Special Events Coordinator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as a Special Events Coordinator by the Region;
4. Have strong planning, communication and organizational skills;
5. Be comfortable delegating and working with others; and
6. Have some experience working AYSO events.

Supervision Protocols

While performing as the Special Events Coordinator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Special Events Coordinator will devote about 8-10 hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Special Events Coordinator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.

Activity Locations

While performing the duties of Barbecue Coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.